





# EMPLOYEE BULLETIN

EB No. 786

28 March 1980

## ENERGY CONSERVATION

1. The President's Standby Conservation Plan No. 2 directed all Federal agencies to reduce energy consumption by 5 percent and to reduce gasoline consumption by Government vehicles by 10 percent for the year ending 31 March 1980. Federal agencies are not yet meeting these goals.

2. All employees are encouraged to take the following steps since the simplest energy-saving actions can have significant effect:

- a. Adjust to building temperatures of 65 degrees during the winter and 78 degrees during the summer; dress accordingly.
- b. Turn off lights and equipment not in use.
- c. Use carpools and vanpools to commute to work, coordinate and consolidate trips to other agencies, use conference calls in lieu of traveling to meetings, and use the Agency shuttle bus service.
- d. Close curtains and blinds before leaving at night.
- e. Most importantly, agree to accept occasional personal discomfort and inconvenience to achieve the national goal.

DISTRIBUTION: ALL EMPLOYEES (1-6)